

MCC Independent Evaluation Baseline Report Outline Template

- i. List of Acronyms
- ii. Table of Contents
- iii. Executive Summary¹
 - a. Overview of Compact and intervention(s) evaluated
 - b. Evaluation type, questions, methodology
 - c. Summary of Descriptive Statistics
 - d. Summary of Program Logic Risks
 - e. As applicable
 - i. Summary of difference in means tests
 - ii. Summary of internal validity risks

¹ The Executive Summary should be written for a general audience and should provide a complete summary of the evaluation. Keep in mind that many people only read the Executive Summary.

1. Introduction
2. Overview of the Compact and the intervention(s) evaluated²
 - 2.1. Program Logic (input, output, short-term outcomes, medium/long-term outcomes, ultimate impact)
 - 2.1.1. Compact-level
 - 2.1.2. Project-level, lower as necessary
 - 2.1.3. Program Participants (who is being targeted and why)
 - 2.1.4. Geographic Coverage (where is it being implemented and why)
 - 2.2. Link to ERR and Beneficiary Analysis
3. Literature review of the evidence
 - 3.1. Evidence gaps that current evaluation fills
4. Evaluation Design
 - 4.1. Evaluation type (performance, impact or mix)
 - 4.2. Evaluation questions
 - 4.2.1. Country-specific and international policy relevance of evaluation
 - 4.2.2. Define key outcomes linked to program logic
 - 4.3. Methodology
 - 4.3.1. Identification Strategy: If there is a counterfactual, how will it be established?
 - 4.3.2. As applicable: Power calculations, sample size requirements
 - 4.3.3. Study Sample (required sample size, sample frame, selection process, stratification, stages of sample selection, design omissions in the sample, level of representation, strategy for absent respondents)
 - 4.3.4. Exposure Period: Includes exposure quantity and duration
5. Data Sources and Outcome Definitions
 - 5.1. Existing
 - 5.1.1. Quantitative
 - 5.1.2. Qualitative
 - 5.2. New
 - 5.2.1. Quantitative
 - 5.2.2. Qualitative
6. Findings
 - 6.1. Descriptive Statistics of Key Variables
 - 6.1.1. Compared to DHS or other existing resources for assessing external validity
 - 6.1.2. Assess program logic risk
 - 6.2. *As applicable:*
 - 6.2.1. *Power calculations to confirm statistical power of sample;*
 - 6.2.2. *balance in means tests and validation of internal validity of evaluation design*
 - 6.2.3. *Assessment of internal validity risks*
7. Administrative
 - 7.1. Summary of Institutional Review Board requirements and clearances (in-country, international)
 - 7.2. Data Access, Privacy and Documentation Plan
 - 7.3. Dissemination Plan (description of products and on-line, presentation dissemination efforts)
 - 7.4. Evaluation Team roles and responsibilities

² Be sure to use the appropriate Project/Activity/Sub-Activity terminology.

7.5. Budget

8. References

9. Annexes

9.1. Stakeholder Comments and Evaluator Responses